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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT CHAMBERLIN, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY TREASURER'S REPORT  
**AGENDA:** SEPTEMBER 20, 2016 REGULAR BOARD MEETING  
**DATE:** SEPTEMBER 15, 2016

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**ISSUE**

Should the Village Board approve the August 2016 monthly Treasurer's report.

**DISCUSSION**

The Summarized Revenue & Expense Reports are attached (pages 1 – 9). In addition, the Detailed Revenue & Expense Reports are attached immediately following the Summarized Reports (pages 10– 32). At August 31, 2016 we are through 4 months of the year (33.3%).

The General Fund revenues and expenditures are at 42.0% and 28.7%, respectively. The main reason for the revenues being higher than budgeted is the timing of the receipt of property taxes. The expenditures are low due to expenditures being attributable to the prior fiscal year, for which journal entries have already been made. The following expenditures have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
01-51-6309	Other Professional Svc	12,988	7,700	59.3%	A
01-53-6105	Salaries – Seasonal	9,880	6,333	64.1%	B
01-53-6603	Specialized Supplies	5,500	7,742	140.7%	C
01-56-6307	I.S Services	7,638	6,428	84.2%	D
01-57-6208	Training & Memberships	8,864	4,649	52.5%	E

- A Pol – This is due to the timing of the payment for Lexipol manual and training updates. These are budgeted items and the account is not expected to exceed budget.
- B Str – This is a seasonal expense for additional laborers and is not expected to exceed budget.

- C Str – This is due to additional Mosquito Abatement applications required for the heavy rain season and Zika virus prevention. Account is currently under review.
- D Fin – This is due to the timing of the payment for the Village’s financial software package; this is a budgeted item. This account is not expected to exceed budget.
- E Bd – This is due to the timing of the payment for the Metro West membership. This is a budgeted item. The account will continue to be monitored.

Please note that engineering invoices are paid approximately 2 months after services are provided. Thus, engineering service accounts in the General Fund, Infrastructure Fund, and Waterworks and Sewerage Fund will reflect a 2 month lag.

The General Capital Projects Fund revenues are at 35.7% and expenditures are at 26.1%. The expenditures are low due to projects not starting yet this year.

The Industrial TIF #1 Fund revenues are at 49.3% and expenditures are at 8,789.7%. Expenditures are high due to the Dugan Rd North project.

The Industrial TIF #2 Fund revenues are at 41.8% and expenditures are at 0.0%. The expenditures are low due to projects not started yet this year.

The Infrastructure Capital Projects Fund revenues are at 8.1% and expenditures are 15.9%. Revenues are low due to the timing of grant receipts. Expenditures are low due to expenditures categorized as prior fiscal year expenditures, for which journal entries have already been made.

The Debt Service Fund revenues are at 33.4% and the expenditures are at 10.4%. The expenditures are low due to the timing of debt payments throughout the year.

The Sugar Grove SSA #10 Fund revenues are at 57.8% and expenditures are at 1.6%. Revenues, collected via property tax payments, will be forthcoming. The expenditures are low due to projects not starting yet this year.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 39.0% and 31.9%, respectively. The capital revenues and expenses are at 41.3% and 7.0%, respectively. The main reason for the capital expenses being low is the timing of projects. The following expenses have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
50-50-6307	I.S Services	10,702	7,028	65.7%	F
50-50-8002	Debt – Principal	688,975	348,608	50.6%	G
50-59-6406	Repair, Maint., Svc-Bldg	11,194	7,085	63.3%	H
50-59-6603	Specialized Supplies	4,000	5,727	143.1%	I
50-60-6403	Repair, Maint., Svc-Eqmt	12,100	7,285	60.3%	J
50-60-6603	Specialized Supplies	440,194	248,022	56.4%	K
50-71-8002	Debt – Principal	50,000	50,000	100.0%	L
50-71-8003	Debt – Interest	91,625	46,313	50.6%	M

- F Adm – This is due to the timing of the payment for the Village’s financial software package; this is a budgeted item. This account is not expected to exceed budget.
- G Adm – This is high due to the timing of debt payments throughout the year and will not exceed budget.
- H PW – This is due to the timing of facility exterior maintenance and fire extinguisher maintenance. This account is not expected to exceed budget.
- I PW – Overage is due to a miscoded expense in August. An adjustments has been completed and this item will be removed for the September report.
- J Water Op. – Costs are related to unexpected repairs at Well 10. This account will continue to be monitored.
- K Water Op. – Costs are related to the water system upgrade. This account reflects expenditures for 1,000 water meters scheduled for replacement this fiscal year. This is a budgeted expense and the account will continue to be monitored.
- L Water Cap. – This is high due to the timing of a debt payment and will not exceed budget
- M Water Cap. – This is high due to the timing of a debt payment and will not exceed budget.

The Refuse Fund revenues and expenses are at 33.4% and 23.6%, respectively. The expenses are below expectations due to the timing of payments being made to Waste Management.

Staff projected and included 24 residential and 4 commercial permits in the fiscal year 2016 – 2017 Budget approved by the Village Board, which we will track throughout the fiscal year and report on. As of September 15, 2016, 15 of the residential and 1 of the commercial permits have been issued. The following accounts will be included in each Treasurer’s Report to reflect the revenues from building activity:

		<u>Budget</u>	<u>Actual</u>	<u>% Earned</u>
01-00-3310	Building Permits	59,865	39,997	66.9%
01-00-3320	Cert of Occupancy Fees	2,900	2,500	86.3%
01-00-3330	Plan Review Fees	3,677	2,792	76.0%
01-00-3340	Reinspection Fees	2,533	2,635	104.0%
01-00-3740	Zoning and Filing Fees	11,000	4,000	36.4%
01-00-3760	Review and Dev. Fees	123,700	63,902	51.7%
30-00-3850	Improvement Donations	131,016	47,132	36.0%
30-00-3852	Life Safety-Police	4,130	2,260	54.8%
30-00-3853	Life Safety-Streets	4,130	2,440	59.1%
35-00-3855	Road Impact Fee	39,220	9,949	25.4%
50-00-3310	Meter Reinspections	538	85	15.8%
50-00-3670	Meter Sales	18,400	9,261	50.4%
50-01-3651	Water Tap-On Fees	145,586	68,069	46.8%
50-01-3652	Sewer Tap-On Fees	20,515	10,671	52.1%
50-01-3791	Fire Suppr Tap-On Fee	11,602	11,602	100.0%

**COST**

There are no direct costs associated with the monthly Treasurer's report.

**RECOMMENDATION**

That the Board approve the August 2016 monthly Treasurer's reports.

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VILLAGE OF SUGAR GROVE  
 SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 1  
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FOR FUND: GENERAL FUND  
 FOR 4 PERIODS ENDING AUGUST 31, 2016

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
REVENUES	412,184.29	343,643.32	(16.6)	4,946,210.00	2,073,324.25	(58.0)
TOTAL REVENUES	412,184.29	343,643.32	(16.6)	4,946,210.00	2,073,324.25	(58.0)
EXPENSES						
INFORMATION TECHNOLOGY	3,178.75	3,681.46	(15.8)	38,145.00	18,310.98	51.9
ADMINISTRATION	31,735.56	23,291.02	26.6	380,826.00	93,418.25	75.4
POLICE	200,021.03	209,540.89	(4.7)	2,400,251.00	775,796.42	67.6
PUBLIC WORKS- STREET DIVISION	91,889.06	65,617.92	28.5	1,102,667.00	252,209.50	77.1
BUILDING MAINTENANCE	13,140.82	12,201.97	7.1	157,689.00	42,820.53	72.8
COMMUNITY DEVELOPMENT	50,331.02	37,958.04	24.5	603,971.00	159,744.90	73.5
FINANCE	14,201.59	12,377.88	12.8	170,418.00	52,573.97	69.1
BOARD AND COMMISSIONS	7,343.63	1,122.31	84.7	88,123.00	21,696.75	75.3
TOTAL EXPENSES	411,841.46	365,791.49	11.1	4,942,090.00	1,416,571.30	71.3
TOTAL FUND REVENUES	412,184.29	343,643.32	(16.6)	4,946,210.00	2,073,324.25	(58.0)
TOTAL FUND EXPENSES	411,841.46	365,791.49	11.1	4,942,090.00	1,416,571.30	71.3
SURPLUS (DEFICIT)	342.83	(22,148.17)	(6560.3)	4,120.00	656,752.95	5840.6

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VILLAGE OF SUGAR GROVE  
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: GENERAL CAPITAL PROJECTS FUND  
 FOR 4 PERIODS ENDING AUGUST 31, 2016

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
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REVENUES						
REVENUES	38,798.11	29,175.56	(24.8)	465,577.00	166,076.50	(64.3)
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TOTAL REVENUES	38,798.11	29,175.56	(24.8)	465,577.00	166,076.50	(64.3)
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EXPENSES						
ADMINSTRATION	0.00	56.15	100.0	0.00	56.15	100.0
POLICE	17,935.76	16,348.42	8.8	215,229.00	46,689.68	78.3
PUBLIC WORKS STREETS	416.67	316.25	24.1	5,000.00	458.25	90.8
BUILDING MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
COMMUNITY DEVELOPMENT	0.00	0.00	0.0	0.00	0.00	0.0
FINANCE	17,916.67	7,500.00	58.1	215,000.00	66,011.50	69.2
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TOTAL EXPENSES	36,269.10	24,220.82	33.2	435,229.00	113,215.58	73.9
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TOTAL FUND REVENUES	38,798.11	29,175.56	(24.8)	465,577.00	166,076.50	(64.3)
TOTAL FUND EXPENSES	36,269.10	24,220.82	33.2	435,229.00	113,215.58	73.9
SURPLUS (DEFICIT)	2,529.01	4,954.74	95.9	30,348.00	52,860.92	74.1

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VILLAGE OF SUGAR GROVE  
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: INDUSTRIAL TIF #1 FUND  
 FOR 4 PERIODS ENDING AUGUST 31, 2016

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
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REVENUES						
REVENUES	6,729.50	0.00	100.0	80,754.00	39,777.86	(50.7)
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TOTAL REVENUES	6,729.50	0.00	100.0	80,754.00	39,777.86	(50.7)
EXPENSES						
PUBLIC WORKS STREETS	0.00	0.00	0.0	0.00	24,171.68	100.0
COMMUNITY DEVELOPMENT	22.92	0.00	100.0	275.00	0.00	100.0
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TOTAL EXPENSES	22.92	0.00	100.0	275.00	24,171.68	(8689.7)
TOTAL FUND REVENUES	6,729.50	0.00	100.0	80,754.00	39,777.86	(50.7)
TOTAL FUND EXPENSES	22.92	0.00	100.0	275.00	24,171.68	(8689.7)
SURPLUS (DEFICIT)	6,706.58	0.00	100.0	80,479.00	15,606.18	(80.6)

VILLAGE OF SUGAR GROVE  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: INDUSTRIAL TIF #2 FUND  
 FOR 4 PERIODS ENDING AUGUST 31, 2016

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
REVENUES	1,628.50	137.24	(91.5)	19,542.00	30,917.37	58.2
TOTAL REVENUES	1,628.50	137.24	(91.5)	19,542.00	30,917.37	58.2
EXPENSES						
COMMUNITY DEVELOPMENT	2,027.09	0.00	100.0	24,325.00	0.00	100.0
TOTAL EXPENSES	2,027.09	0.00	100.0	24,325.00	0.00	100.0
TOTAL FUND REVENUES	1,628.50	137.24	(91.5)	19,542.00	30,917.37	58.2
TOTAL FUND EXPENSES	2,027.09	0.00	100.0	24,325.00	0.00	100.0
SURPLUS (DEFICIT)	(398.59)	137.24	(134.4)	(4,783.00)	30,917.37	(746.4)

VILLAGE OF SUGAR GROVE  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: INFRASTRUCTURE CAP PROJ FUND  
 FOR 4 PERIODS ENDING AUGUST 31, 2016

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
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REVENUES						
REVENUES	294,472.27	73,363.09	(75.0)	3,533,667.00	284,936.69	(91.9)
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TOTAL REVENUES	294,472.27	73,363.09	(75.0)	3,533,667.00	284,936.69	(91.9)
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EXPENSES						
MOTOR FUEL TAX	19,733.09	57,252.87	(190.1)	236,797.00	322,157.27	(36.0)
STREETS DIVISION	513,875.51	178,317.09	65.2	6,166,506.00	693,292.25	88.7
BUILDING & ZONING	0.00	0.00	0.0	0.00	467.50	100.0
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TOTAL EXPENSES	533,608.60	235,569.96	55.8	6,403,303.00	1,015,917.02	84.1
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TOTAL FUND REVENUES	294,472.27	73,363.09	(75.0)	3,533,667.00	284,936.69	(91.9)
TOTAL FUND EXPENSES	533,608.60	235,569.96	55.8	6,403,303.00	1,015,917.02	84.1
SURPLUS (DEFICIT)	(239,136.33)	(162,206.87)	(32.1)	(2,869,636.00)	(730,980.33)	(74.5)

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VILLAGE OF SUGAR GROVE  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: DEBT SERVICE FUND  
FOR 4 PERIODS ENDING AUGUST 31, 2016

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
REVENUES	76,764.59	76,762.44	0.0	921,175.00	306,994.45	(66.6)
TOTAL REVENUES	76,764.59	76,762.44	0.0	921,175.00	306,994.45	(66.6)
EXPENSES						
ADMINISTRATION	76,659.85	450.00	99.4	919,918.00	94,951.25	89.6
TOTAL EXPENSES	76,659.85	450.00	99.4	919,918.00	94,951.25	89.6
TOTAL FUND REVENUES	76,764.59	76,762.44	0.0	921,175.00	306,994.45	(66.6)
TOTAL FUND EXPENSES	76,659.85	450.00	99.4	919,918.00	94,951.25	89.6
SURPLUS (DEFICIT)	104.74	76,312.44	2758.9	1,257.00	212,043.20	6768.9

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VILLAGE OF SUGAR GROVE  
 SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: SUGAR GROVE CENTER SSA #10  
 FOR 4 PERIODS ENDING AUGUST 31, 2016

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
REVENUES	2,075.59	1.48	(99.9)	24,907.00	14,396.45	(42.1)
TOTAL REVENUES	2,075.59	1.48	(99.9)	24,907.00	14,396.45	(42.1)
EXPENSES						
COMMUNITY DEVELOPMENT	1,974.17	0.00	100.0	23,690.00	376.00	98.4
TOTAL EXPENSES	1,974.17	0.00	100.0	23,690.00	376.00	98.4
TOTAL FUND REVENUES	2,075.59	1.48	(99.9)	24,907.00	14,396.45	(42.1)
TOTAL FUND EXPENSES	1,974.17	0.00	100.0	23,690.00	376.00	98.4
SURPLUS (DEFICIT)	101.42	1.48	(98.5)	1,217.00	14,020.45	1052.0

VILLAGE OF SUGAR GROVE  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: WATERWORKS & SEWERAGE FUND  
 FOR 4 PERIODS ENDING AUGUST 31, 2016

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>REVENUES</b>						
OPERATING REVENUES	286,135.53	438,439.60	53.2	3,433,626.00	1,339,038.95	(61.0)
CAPITAL REVENUES	32,656.02	48,910.42	49.7	391,872.00	161,731.80	(58.7)
<b>TOTAL REVENUES</b>	<b>318,791.55</b>	<b>487,350.02</b>	<b>52.8</b>	<b>3,825,498.00</b>	<b>1,500,770.75</b>	<b>(60.7)</b>
<b>EXPENSES</b>						
INFORMATION TECHNOLOGY	4,937.09	939.17	80.9	59,245.00	13,977.99	76.4
ADMINISTRATION	143,939.11	63,222.07	56.0	1,727,268.00	652,356.50	62.2
PW ADMINISTRATION	70,413.79	61,122.52	13.1	844,964.00	215,474.38	74.4
WATER OPERATIONS	99,933.89	78,397.28	21.5	1,199,206.00	362,978.23	69.7
SEWER OPERATIONS	7,083.46	1,126.99	84.0	85,001.00	5,277.98	93.7
WATER CAPITAL	226,654.93	6,418.52	97.1	2,719,859.00	200,295.53	92.6
SEWER CAPITAL	10,833.34	0.00	100.0	130,000.00	0.00	100.0
<b>TOTAL EXPENSES</b>	<b>563,795.61</b>	<b>211,226.55</b>	<b>62.5</b>	<b>6,765,543.00</b>	<b>1,450,360.61</b>	<b>78.5</b>
<b>TOTAL FUND REVENUES</b>	<b>318,791.55</b>	<b>487,350.02</b>	<b>52.8</b>	<b>3,825,498.00</b>	<b>1,500,770.75</b>	<b>(60.7)</b>
<b>TOTAL FUND EXPENSES</b>	<b>563,795.61</b>	<b>211,226.55</b>	<b>62.5</b>	<b>6,765,543.00</b>	<b>1,450,360.61</b>	<b>78.5</b>
<b>SURPLUS (DEFICIT)</b>	<b>(245,004.06)</b>	<b>276,123.47</b>	<b>(212.7)</b>	<b>(2,940,045.00)</b>	<b>50,410.14</b>	<b>(101.7)</b>

VILLAGE OF SUGAR GROVE  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REFUSE FUND FOR 4 PERIODS ENDING						
DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	AUGUST 31, 2016 % VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
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REVENUES						
REVENUES	75,598.02	76,594.66	1.3	907,176.00	302,763.48	(66.6)
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TOTAL REVENUES	75,598.02	76,594.66	1.3	907,176.00	302,763.48	(66.6)
EXPENSES						
ADMINISTRATION	77,454.01	71,976.17	7.0	929,448.00	219,319.68	76.4
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TOTAL EXPENSES	77,454.01	71,976.17	7.0	929,448.00	219,319.68	76.4
TOTAL FUND REVENUES	75,598.02	76,594.66	1.3	907,176.00	302,763.48	(66.6)
TOTAL FUND EXPENSES	77,454.01	71,976.17	7.0	929,448.00	219,319.68	76.4
SURPLUS (DEFICIT)	(1,855.99)	4,618.49	(348.8)	(22,272.00)	83,443.80	(474.6)